

**STATE OF NEVADA
BOARD OF EXAMINERS
FOR
LONG TERM CARE ADMINISTRATORS**

**SUMMARY OF PROCESS
FOR
APPROVAL OF A TRAINING PROGRAM**

- A. ANY ORGANIZATION OR INDIVIDUAL WISHING TO RECEIVE BOARD APPROVAL FOR A TRAINING PROGRAM WILL BE REQUIRED TO SUBMIT AN APPLICATION.
- B. APPLICATIONS ARE AVAILABLE AT THE BOARD OFFICE ALONG WITH AN ATTACHED PROTOCOL THAT EXPLAINS HOW THE FORMS ARE TO BE COMPLETED.
- C. IF AN INCOMPLETE APPLICATION IS RECEIVED, THE APPLICANT WILL RECEIVE A LETTER REQUESTING THE MISSING INFORMATION. IF THE LATTER IS NOT SUPPLIED, THE APPLICATION WILL BE DENIED.
- D. COMPLETED APPLICATIONS WILL BE SENT TO THE COMMITTEE DESIGNATED FOR THIS PURPOSE FOR ITS DECISION.
- E. IF THE TRAINING PROGRAM IS APPROVED, AN IDENTIFICATION NUMBER WILL BE ASSIGNED. THIS NUMBER WILL BE USED FOR IDENTIFICATION PURPOSES. A LETTER CONTAINING AN APPROVAL NUMBER AND THE HOURS AWARDED WILL BE SENT TO THE APPLICANT FROM THE BOARD OFFICE.
- F. THE TRAINING PROGRAM WILL BE LOGGED INTO A DATA BASE AND FILED. APPROVAL IS VALID FOR ONE (1) YEAR. IF AN EXTENSION OF THIS APPROVAL IS REQUESTED, REAPPLICATION MUST BE MADE PRIOR TO THE EXPIRATION DATE. A NEW APPLICATION FEE WILL BE REQUIRED.
- G. IF APPROVAL IS DENIED, THE APPLICANT WILL BE INFORMED RAPIDLY BY LETTER (AND/OR TELEPHONE CALL) WITH AN EXPLANATION OF THE BASIS FOR THIS ACTION. DENIALS CAN BE APPEALED (SEE BELOW).

**SPECIFIC DETAILS ON THE CEU APPLICATION PROCESS
FOR
A TRAINING PROGRAM APPROVAL**

- A. **CRITERIA FOR ELIGIBILITY TO SUBMIT CEU PRESENTATIONS:**
 - 1. Accredited educational institutions with programs and/or faculty who have expertise in geriatric or gerontologic health care.
 - 2. Recognized professional or trade associations with experience in the presentation of health care programs, including hospitals, long-term care facilities, non-profit groups and private facilities. NAB (The National Association of Boards of Examiners) approved programs are accepted automatically.

3. Other legitimate organizational entities capable of conducting adult continuing education.
4. Individuals with an extensive background including the experience in and knowledge of caring for older individuals in a long-term care setting.
5. Persons making CEU presentations should have the following qualifications:
 - (a) Experience in long-term care and/or the problems of aging.
 - (b) Expertise in teaching and in instructional methods suitable to the subject being presented.
 - (c) Proper academic qualifications and experience in the subject presented.

B. CRITERIA FOR REVIEW OF PROPOSED CEU PROGRAMS

1. Relevance of Subject Matter:
 - (a) Must relate to long-term care (that can include a wide variety of subjects such as medical care, ethics, activity, psychological/spiritual problems, finances, facility administrations, etc.).
 - (b) Must contain an emphasis on continued knowledge, skills and attitudes consistent with current long-term care standards.
 - (c) Subjects must not deal with the internal affairs of an organization.
2. Learning Objectives:
 - (a) Reasonable and clearly stated.
 - (b) Stated in behavioral terms, defining the expected outcome for participants.
 - (c) Must have a consistency of content and measurable objectives.
 - (d) Must identify mechanisms by which learning objectives are shared with the participants.
3. Teaching Methods:
 - (a) Must be stated clearly.
 - (b) Must be appropriate to subject matter.
 - (c) Must describe instructional aids and resource material utilized.
4. Program Evaluation:
 - (a) An evaluation instrument must be used.
 - (b) An evaluation must be provided to each program participant.
 - (c) Must describe how the collected data will affect future programs.
 - (d) Data evaluation must be saved for one year.
 - (e) A summary of all evaluations must be submitted to the BELTCA office.

5. Certification of Attendance:

- (a) Must specify method of distribution to be used.
- (b) Each attendee must be provided with a "Certificate of Attendance" listing both the exact number of CEU hours awarded and the approval number.
- (c) Only those hours actually attended by participants may be recorded on the Certificate of Attendance.
- (d) The list of attendees must be available to BELTCA or others for whom this information is necessary.

6. INSTRUCTIONAL HOURS:

- (a) Must be based on the actual instructional time rounded out to the nearest lower 5-minute interval (i.e.: a 50-minute presentation is given 5/6 or .8 CEU).
- (b) The program must indicate refreshment breaks and meal, but no credit is given for these times (including speakers at meals).
- (c) We suggest that instructional programs be from 3 to 8 Hours in length (this is not an absolute requirement).

7. TARGET GROUPS FOR BELTCA APPROVED PROGRAMS:

- (a) Instruction usually is directed at individuals working in long-term care.
- (b) On some occasions, there is another primary audience that may include physicians, pharmacists, nurse practitioners, etc., but all such programs are available for credit those employed by a long-term care facility.

8. TIMING FOR SUBMISSION OF APPLICATIONS.

Applications should be sent to the Board of Examiners for Long-Term Care Administrators accompanied by a check for \$25.00 made out to BELTCA and mailed to 3157 N. Rainbow Blvd., #313, Las Vegas, NV 89108. This application must arrive (not postmarked) at least 30 days prior to the program presentation. This interval can be changed (shortened) upon special application to the board, but it will be granted only if there are compelling reasons to justify this change. A late application may not receive approval prior to the presentation. Any returned check will result in a returned check fee.

9. DENIAL OF CEU APPLICATIONS IS AT THE DISCRETION OF THE PROGRAM REVIEWERS.

This process is discussed previously. Appeals of program denials must be made within thirty (30) days of the date on the denial letter; additional information must be provided that clearly states why the appeal is justified. There is no charge for appeal reviews.

CEU APPROVAL FOR SELF-STUDY PROGRAMS:

1. Self-study programs will be approved for CEU credit if they meet the criteria listed below:
2. Acceptable self-study programs may be one or more of the following:
 - (a) Video;
 - (b) Audio;
 - (c) Web-based;
 - (d) Booklet or other written materials.
3. Description of the self-study program:
 - (a) Must describe the total learning package.
 - (b) Must include outline of course content.
 - (c) Must include instructions for program completion.
 - (d) Must include a post-test.
4. Testing procedures:
 - (a) Must provide test writer's qualifications.
 - (b) Participant must receive a grade of 70% or more to pass the Test.
 - (c) Must include procedure for participants scoring less than 70%.
5. Certificate of Completion:
 - (a) A Certificate of Completion is provided for each participant who scores 70% or higher on the post-test, listing the number of CEU hours earned.
 - (b) BELTCA must be notified that the participant has successfully passed the test.
6. Calculation of CEU Hours for Self-Study Programs:
 - (a) Sponsors of self-study programs must describe the method used to determine the number of hours required to complete the course.
 - (b) This number will be accepted after it is evaluated by the Review Committee.